

TITLE VIII: THE FINANCE CODE

Chapter 800 Financial Responsibility & Control

- 800.1 The Student Governments of the University System of the State of Florida are charged, by state law, with the responsibility of allocating the Activity & Service Fee (A&SF), a fee paid by all students within this system as a portion of their tuition.
- 800.2 All Student Government Agents administrating, allocating, and/or overseeing the allocation of A&SF funds are required to do so in accordance with all local, state, and federal laws and all university regulations and policies.
- 800.3 For the purposes of Title VIII, the term “due cause” shall be defined as, but is not restricted to, violations of Florida Statutes, the Constitution of the Student Body of the University of Central Florida, the Student Body Statutes, and/or the current fiscal year’s budget bill.
- 800.4 For the purposes of Title VIII, the term “Student Government body” shall be defined as all groups, committees, offices, and branches contained or operating within a particular entity of Student Government that receives direct funding through the Activity and Service Fee.
- 800.5 For the purposes of Title VIII, the term “Student Government Affiliated Agencies and Departments” shall be defined as those organizations which are identified in Chapter 1306.
- 800.6 The Student Body President shall:
- A. Be responsible for approving A&SF Budget transfers that individually, or, combined with other such transfers, cumulatively exceed ten (10) percent of the initiating account’s budget as originally approved by the fiscal year’s A&SF Budget Bill.
- 800.7 The Student Senate shall:
- A. Be responsible to the Student Body of the University of Central Florida for representing the Student Body’s best interests when allocating funds and approving budgets;
 - B. Be responsible for the consideration of all fiscal legislation, unless otherwise prevented by Student Body Statutes;
 - C. Thoroughly investigate all reported irregularities pertaining to the expenditures of monies budgeted, allocated, and/or transferred through any Student Government body.
- 800.8 The A&SF Business Office shall:
- A. Be responsible for providing a listing of all expenditures and the nature of those expenditures for all individuals, Registered Student Organizations, and Student Government bodies, and said listing must be posted on a Student Government-sponsored website;

- B. Be responsible for the oversight of property purchased with A&SF funds;
 - C. Be responsible for keeping an inventory of all purchases made by student organizations with Operating Capital Outlay (OCO) funds.
- 800.9 It is the responsibility of Student Government Agents to understand the procedures, guidelines, and University policies associated with purchases made with State/A&SF funds prior to initiating discussions with any vendor. The Student Government Comptroller must be available to assist in the education of Student Government Agents in this regard and answer questions that may ensue.
- 800.10 All Student Government Agents initiating any purchase must clearly state on the Purchase Request Form (PRF) who will initiate the purchase, the budget line item from which the funds are to be expended, a justification for the purchase, and a benefit to the student body.
- 800.11 All Student Government Agents shall successfully complete A&SF Financial Training within ten (10) academic days of the beginning of the fiscal year and/or being sworn into office
- 800.12 Property Control:
- A. Property purchased through A&SF funds is the property of the State of Florida, as administered by the A&SF Business Office of the University of Central Florida and is therefore subject to periodic inventory. Repeated loss or theft can be sufficient cause to warrant the return of all property and/or denial of future funding to said entity.
 - B. When a student organization is declared inactive or dissolved, the organization shall relinquish to the A&SF Business Office all Student Government inventoried items purchased with A&SF funds.
 - C. When a student is no longer enrolled continuously, the student shall relinquish to the A&SF Business Office all Student Government inventoried items purchased with A&SF funds.
 - D. Once per fiscal year, the A&SF Business Office shall verify the inventory and notify the Student Government Comptroller of its verification. All property items deemed as surplus by the Director of the A&SF Business Office shall be disposed of through established University procedures, pending approval by the Student Body President.
 - E. Property purchased through A&SF funds, as administered by the Activity and Service Fee Business Office, may be checked out under the following conditions:
 - 1. The Student Body President and/or Student Government Comptroller must approve the use of all property that is classified as OCO.
 - 2. The Student Body President or Student Government Comptroller must approve the use of all A&SF Inventoried property to be checked out for more than one week.
- 800.13 Activity & Service Fee Funding Eligibility:
- A. The following entities are eligible to receive A&SF funding: Individual members of the student body, Student Government bodies, Student Government Affiliated Agencies and Departments, and Student Organizations currently registered with the Office of Student Involvement.

- B. An entity not listed in Subsection A is eligible to receive A&SF funding only if the program is being co-sponsored by Student Government.
- C. To receive funds, a student organization shall:
 - 1. Be open to all students at the University without regard to race, sex, age, religion, disability, national origin, marital status, parental status, veteran's status, sexual orientation, gender identity, and/or gender expression;
 - 2. Have a minimum of two (2) financially trained authorized officers who are responsible to Student Government for:
 - a) Reporting to the Student Government Comptroller regarding the observed misuse of all student funds appropriated and property purchased therewith.
 - b) Upholding all applicable provisions within this Finance Code- violations of which may be prosecuted against them to the full extent of the law.
 - c) The correct and lawful administration of all expenditures.
- D. To receive funds from the Registration and Travel Account, through Student Senate Committee allocations and/or bills, individuals must be students continuously (i.e., preceding spring and following fall) and/or currently enrolled at the University of Central Florida at the time of the event and dates of travel.
- E. An individual not representing a Student Government Body, or Student Government Affiliated Agency or Department as recognized by "Title XIII: Student Government Agencies and Departments" may not receive direct funding through the Activity and Service Fee Budget Bill.
- F. An individual submitting a funding request for a Registered Student Organization must be an authorized officer registered with the Office of Student Involvement during the semester in which funding is requested.

800.14 Activity & Service Fee Purchases:

- A. All purchases utilizing Activity & Service Fee Funds must be signed off by the following signatories prior to processing:
 - 1. Two (2) authorized signatures; and
 - 2. For Student Government bodies and Student Government Affiliated Agencies: An A&SF funded staff advisor.
 - 3. For Registered Student Organization: The advisor currently registered with the Office of Student Involvement.
- B. Within two (2) weeks of the beginning of each fiscal year, or within five (5) business days of a leadership change, all Student Government bodies, Student Government Affiliated Agencies, and Student Government Affiliated Departments shall submit a memorandum to the Director of the A&SF Business Office specifying the authorizing signature combinations for purchases.
 - 1. For Student Government bodies: a memorandum shall be submitted by the head of each Student Government body including the signature combinations for their respective Student Government body.
 - 2. For Student Government Affiliated Agencies and Departments: A memorandum shall be submitted including the signature combinations for the respective agency or department. In order to be considered valid, this memorandum must be signed off by the Student Director or Administrative Director, respectively.

- 800.15 Auditing of Activity & Service Fee Funds Usage:
- A. All individuals, student organizations, and Student Government bodies receiving A&SF funding shall be subject to audit by the State of Florida, the UCF Office of Internal Auditing, the Student Government Finance Office, the Student Senate Operations Review and Sanctions Committee, and/or the Student Government Comptroller.
 - B. The Student Senate may request an audit by the Student Government Finance Office, by a majority vote, on any, Student Government body, Student Government Affiliated Agency, or Student Government Affiliated Department.
 - C. Registered Student organizations that receive funding via Senate Bills must provide all receipts or proofs of purchase to the Operations Review and Sanctions Committee documenting the fulfillment of their contribution.
- 800.16 Approval of Activity & Service Fee Funded Event, Projects, or General Promotion Materials:
- A. Registered Student Organizations
 1. All events, general promotional materials, or tangible items, with the exception of those that are consumable or expendable, distributed by Registered Student Organizations (RSOs) funded through the Activity and Service Fee must contain the conspicuous, clear, present, and visible inclusion of either the Student Government logo, supplied by Student Government or the text “Funded by SG”, “Funded by Student Government”, or “Funded by YOU”, unless otherwise approved by the Financial Allocations for Organizations (FAO) Committee.
 2. Final proof of said item shall be forwarded in its entirety as it is to be distributed to the FAO Committee for approval.
 - a) No purchase requests involving said material shall be processed by the A&SF Business Office until receipt of the approved advertisement/graphic from the FAO Committee.
 - b) The final proof of any materials submitted to the FAO Committee must be in a form that represents its actual size or that includes a clearly defined scale representing the dimensions of the actual size of the material.
- 800.17 Individual and Registered Student Organization Fiscal Probation:
- A. An Individual or RSO may be automatically placed on Fiscal Probation for one (1) calendar year, or until the ORS Committee reviews the Individual/RSO in accordance with current Fiscal Probation Policy, whichever comes first, by the following means:
 1. A majority vote of the Student Body Senate
 2. A two-thirds (2/3) vote by the ORS Committee.
 3. Automatically, in accordance with the current Fiscal Probation Policy.
 - B. Fiscal Probation disqualifies Individuals and RSOs for Senate Allocation/Bill Approval.
 - C. The ORS Chair shall notify all Individuals and RSOs upon their placement on Fiscal Probation and their opportunity to schedule a hearing.
 - D. The ORS Chair may serve as the designated Senate President upon either necessity or request of an Individual/RSO as long as all pertinent information is given to the Chair.

800.18 Suspension of Authorization:

- A. Continued Disregard of the requirements set forth in this policy, or their intent, shall be considered sufficient cause to suspend financial authorization privileges and/or deny future funding to the violating entity.
- B. The Student Body President may, with due cause, request that the financial authorization privileges of an individual or group of individuals be suspended.
- C. The Student Senate may, with due cause, request that the financial authorization privileges of an individual or group of individuals be suspended, with a two-thirds (2/3) vote.
- D. The Student Government Finance Office may, with due cause, request that the financial authorization privileges of an individual or group of individuals be suspended, with a two-thirds (2/3) vote.
- E. All individuals whose financial authorization has been suspended shall continue to be suspended for a period of two (2) years, unless released earlier by the Student Body President or the Student Senate, with a two-thirds (2/3) vote.
- F. Upon receiving a request to suspend financial authorization, the A&SF Business Office shall have a period of two (2) business days to respond and three (3) business days to comply with the request.
- G. Should a request to suspend financial authorization be motivated by an expenditure deemed negligent, the individual initiating the purchase shall be subject to provide restitution as outlined by University Policies and Regulations.
- H. All individuals whose financial authorization privileges have been suspended may be subject to personnel action, in accordance with University Policies and Regulations, and as initiated by the Student Government.

800.19 Fiscal Bills of the Student Body Senate:

Senate Bills allocating money from any Student Senate Account shall contain:

- A. A detailed breakdown of all proposed expenditures for that bill;
- B. A detailed breakdown of all A&SF funding during the same fiscal year for that individual or group;
- C. A detailed breakdown listing the amount of funds being contributed by both the Student Senate as well as by the receiving entity;
- D. A date by which the allocations shall be reverted back to the originating account no later than forty-five (45) days following the completion of the event or return from travel; and
- E. A date by which the Post Funding Form and the Verification of Purchases Form must be submitted to the Student Senate Operations Review and Sanctions Committee no later than five (5) business days after the reversion date.

800.20 Student Senate Accounts:

- A. The Student Senate shall have the right to allocate funds from the following accounts: Registration and Travel Account and the Senate Working Fund.
- B. The Student Senate has the ability to transfer funds, in any combination, between Student Senate accounts, in bill form, by a majority vote of the Senate.
- C. The Senate President may, with the concurrence of the Student Government Comptroller via signature, initiate transfers from or between Student Senate Accounts in instances when the transfer individually, or, combined with other

- such transfers, cumulatively exceeds ten (10) percent of the initiating account's budget as originally approved by that fiscal year's A&SF Budget Bill. All such transfers must be reported to the Student Senate by the next regularly scheduled Student Senate meeting following the transfer, at which the Student Senate may override the transfer request by a majority vote.
- D. The accounts of the Student Senate shall be utilized in the following manner:
 1. Registration and Travel Account: The Registration and Travel Account shall be used by the Student Senate to provide funds for registration and travel expenses in the categories of seminar/networking, research presentation, observational research, performance art, service trips, and competitions in accordance with the Conference, Registration, and Travel (CRT) Spending Policy. Food shall not be considered a registration or travel expense unless it is included in the registration fees.
 2. Senate Working Fund: The Senate Working Fund shall be used by the Student Senate to provide funds for projects, events, RSO Showcases, and promotional items in accordance with the Financial Allocations for Organizations (FAO) Spending Policy.
 - E. Funds shall only be allocated from a Student Senate Account if the expense meets the following criteria:
 1. The expense must not be for an event that charges an admission fee to Students of the University of Central Florida, with the exception of Student Government or Student Government Agency sponsored concerts.
 2. The expense must be of benefit to the Student Body of the University of Central Florida.
 - F. Any organization or individual requesting funds through any Student Senate Account must fill out a Funding Request Form, as approved by the Student Government Comptroller. These forms shall be made available electronically through the Student Government website.
 - G. Any reversion date on any funding allocated by the Student Senate may be changed by up to thirty (30) days before or after the original reversion date, after the legislation is passed. The reversion date change would be in memorandum form addressed to the Director of the A&SF Business Office and signed by the Student Government Comptroller, the Student Body President, and the Senate President. The memorandum must be reported to the Student Senate by the Student Government Comptroller at the next meeting of the Student Senate, and the Student Senate may override the reversion date change by a two-thirds (2/3) vote. Additionally, this clause shall not be understood to admit of any reversion date later than forty-five (45) days.
 - H. Registered Student Organizations who are recognized as a member of the Sports Club Council shall not receive funding from a Student Senate Account.

Chapter 801 Student Government Comptroller

- 801.1 The Student Government Comptroller shall be the Chief Financial Officer of all Student Government bodies. The Comptroller or their designee shall make weekly reports to the Student Senate containing the account balances and reversion rates of all Student Senate Accounts.
- 801.2 The Student Government Comptroller, or a designee appointed by the Student Government Comptroller, shall inform the Student Senate of all A&SF budget transfers that individually, or, combined with other such transfers, cumulatively exceed

ten (10) percent of the initiating account's budget as originally approved by the fiscal year's A&SF Budget Bill, during the Comptroller's Report to the Student Senate, by the next regularly scheduled Student Senate meeting.

- 801.3 The Student Government Comptroller shall serve as a liaison between Student Government and those organizations receiving funds from A&SF. The Comptroller shall investigate the improper use of these funds by those organizations and shall report these improprieties to the Student Body President, Finance Office, A&SF Budget Committee, and the Student Body Senate.
- 801.4 Responsibilities of the Student Government Comptroller:
- A. The administration of the fiscal unit of Student Government and for such financial matters not otherwise provided for, but specified by the President.
 - B. The accurate and current record-keeping of all transactions made. All such records shall be open, public documents.
 - C. The notification of the Student Body President, the Student Senate Operations Review and Sanctions Committee, and the Finance Office of any irregularities.
 - D. The approval of Funding Request forms for use by the Student Senate.
 - E. The shall review of all committee allocated funds with the CRT and FAO Chairpersons. All deviations in these records shall be reported to the Student Senate Operations Review and Sanctions Committee for further investigation.

Chapter 802 The Student Government Finance Office

- 802.1 Student Government Finance Office Members:
The Student Government Finance Office shall be composed of:
- A. The Student Body President;
 - B. The Student Body Vice President;
 - C. The Student Government Comptroller, who shall serve as Chair;
 - D. The Senate President;
 - E. The Senate President Pro Tempore, or designated Deputy Pro Tempore;
 - F. The Conference Registration and Travel (CRT) Committee Chair, or its Vice Chair in the Chair's absence;
 - G. The Financial Allocations for Organizations (FAO) Committee Chair, or its Vice Chair in the Chair's absence;
 - H. The Operations Review and Sanctions (ORS) Committee Chair, or its Vice Chair in the Chair's absence;
 - I. The Director of the A&SF Business Office, or a designee in the Director's absence;
 - J. The Attorney General;
 - K. The Vice-Chair of the Agency and Department Strategic Planning Board (ADSPB);
 - L. The A&SF Budget Committee Chair, who shall be a non-voting ex- officio member, or its Vice Chair in the Chair's absence;
 - M. Two (2) Students-at-Large
- 802.2 The Student Government Finance Office shall meet at least three (3) times per semester to discuss any financial matters concerning A&SF funds.
- 802.3 The Student Government Finance Office shall make policy recommendations to the A&SF Business Office based on issues addressed.

- 802.4 The Student Government Finance Office shall make recommendations to the Student Senate for revisions to Student Government statutes pertaining to finances.
- 802.5 Student Government Finance Office Auditing:
Should the Student Government Finance Office receive or initiate an audit request, as provided for in the Auditing of Activity & Service Fee Funds Usage section of Title VIII, it shall hold a meeting to generate such an audit. Upon completion, this audit will be read to the Student Senate by the Student Government Comptroller or a designee appointed by the Student Government Comptroller, during the Comptroller's report to the Student Senate. This audit shall contain, but is not limited to, the following:
- A. Records of expenditures of A&SF funding by the audited entity for the current fiscal year, as well as the past three (3) fiscal years.
 - B. A detailed breakdown of all A&SF funding allocations to said entity, including the amount of funds expended from the allocation and the amount of funds that have, or are expected to, revert back to the originating Student Government Account.

Chapter 803 The A&SF Budget Committee

- 803.1 The A&SF Budget Committee shall be a Student Government committee that recommends to the Student Senate a budget for the allocation of the next fiscal year's A&SF funds.
- 803.2 A&SF Budget Committee Members:
The A&SF Budget Committee shall be composed of:
- A. The Student Body President;
 - B. The Student Body Vice President;
 - C. The Student Government Comptroller or the Deputy Comptroller;
 - D. The Senate President;
 - E. The Senate President Pro Tempore or designated Deputy Pro Tempore;
 - F. The Conference Registration and Travel (CRT) Committee Chair, or its Vice Chair in the Chair's absence;
 - G. The Financial Allocations for Organizations (FAO) Committee Chair, or its Vice Chair in the Chair's absence;
 - H. The Operations Review and Sanctions (ORS) Committee Chair, or its Vice Chair in the Chair's absence;
 - I. Three (3) Student Senators, elected by a majority vote of the Student Senate;
 - J. Two (2) Undergraduate Students at-large
 - K. The Vice-Chair of the Agency and Department Strategic Planning Board (ADSPB);
 - L. One (1) Graduate Student at-large
 - M. One (1) additional Senator elected by majority vote of the Student Senate as the committee alternate. This Senator will only vote in the place of an absent A&SF Budget Committee member; and
 - N. The Student Body President-Elect, after final election results are confirmed by the Election Commission.
- 803.3 A&SF Budget Committee Advisors:
The A&SF Budget Committee shall have non-voting advisors comprised of:

- A. The Senior Student Affairs Officer, or a designee appointed by the Senior Student Affairs Officer;
 - B. The University Comptroller, or a designee appointed by the University Comptroller;
 - C. The University Budget Officer, or a designee appointed by the University Budget Officer;
 - C. The Director of the A&SF Business Office, or a designee appointed by the Director of the A&SF Business Office; and
- Any other individuals that the committee deems necessary.
- 803.4 All committee members, alternates, and advisors shall have full rights to debate.
- 803.5 Meetings and Elections of the A&SF Budget Committee:
- A. The Student Body President shall be responsible for calling the first meeting to order by the third (3rd) week of October.
 - B. The Student Body President shall be responsible for overseeing the election of the Chair at the Committee's first meeting.
 - C. Upon election, the Chair shall immediately call for the election of the Vice Chair.
 - D. All voting committee members, excluding the alternate, are eligible for election to the Chair or Vice Chair positions.
 - D. The committee shall meet once a week in the Fall semester until final examinations to discuss procedure, considerations, and questions regarding the A&SF Budget.
- 803.6 Duties of the A&SF Budget Committee:
- A. Review all budget procedures and Finance Statutes.
 - B. Review all irregularities as reported by the Director of the A&SF Business Office or the Student Government Comptroller.
 - C. Review the records of the previous year's A&SF Budget Committee.
 - D. Review and evaluate the use and expenditure of all A&SF funds.
 - E. Review the A&SF Business Office's revenue projections for the next fiscal year.
 - F. Establish, confirm, and/or revise A&SF Budget Guidelines for use of A&SF funds.
 - G. Create A&SF Budget request forms.
 - H. Compare A&SF budget requests with the A&SF Budget Guidelines.
 - I. Hold open hearings on all budgets, the schedule of which shall be provided to all budget-requesting Student Government bodies, and to all budget-requesting Student Government Affiliated Agencies and Departments prior to the hearings.
 - J. Compare the total A&SF projected income with the total requested allocations and resolve a comprehensive working budget recommendation based on its priority guidelines.
 - K. Provide a record of important discussions, decisions, opinions, and recommendations of the current A&SF Budget Committee to the following A&SF Budget Committee.
- 803.7 In order to facilitate the formulation of A&SF Budget Guidelines, the committee may require information pertaining to A&SF funds from the various Student Government bodies, including all sources and amounts of outside income. The A&SF Budget

Committee may require the Student Body President or the Student Senate to provide for surveys of student opinions and desires for the allocation of A&SF funds.

- 803.8 Distribution of Budget Request Forms:
- A. The finished A&SF Budget Request Forms shall be distributed by the second (2nd) A&SF Budget Committee meeting to all Student Government bodies, and to all Student Government Affiliated Agencies and Departments.
- 803.9 The completed Budget Request Forms, along with a cover sheet explaining the entity's priorities for their use of the requested A&SF funds within their programs, shall be submitted to the A&SF Budget Committee's Chair no later than sixth (6th) A&SF Budget Committee meeting in order to be considered by the A&SF Budget Committee.
- 803.10 A&SF Budget Committee Documentation:
The Student Body shall have full access to all documentation relating to the A&SF budgeting process, which shall include, but is not limited to:
- A. A complete and updated copy of the A&SF budget documents, which shall be posted on a Student Government sponsored website once the budget has been approved by the University President.
 - B. A&SF records of presently occurring proceedings prior to receiving the University President's approval, which shall be posted on a Student Government sponsored website.
- All A&SF Budget Committee meeting minutes, which shall be posted on a Student Government sponsored website.
- 803.11 Presentation of the A&SF Budget Committee Budget Bill:
The A&SF Budget Committee shall introduce a bill to the Student Senate in a special session by the Senate meeting the week following Spring Break. This bill shall contain the following:
- A. Proviso language that governs A&SF funds for the next fiscal year;
 - B. A budget summary that classifies the budget allocations by Student Government bodies and by Student Government Affiliated Agencies and Departments;
 - C. The comprehensive budget recommendation; and
 - D. All Student Government bodies, and all Student Government Affiliated Agencies and Departments that were zero-funded.

Chapter 804 The Scholarship Committee

- 804.1 The Student Government Scholarship Committee shall take action to create and implement Student Government scholarships. The funding for these scholarships shall come from the interest earned on A&SF accounts.
- 804.2 Scholarship Committee Members:
The Student Government Scholarship Committee shall be composed of the following:
- A. The Senior Student Affairs Officer, or a designee appointed by the Senior Student Affairs Officer;
 - B. One (1) representative from the Office of Student Financial Assistance;
 - C. The Student Body President, or a designee
 - D. The Student Body Senate President, or a designee
 - E. Four (4) Students at-large

- F. Three (3) Student Senators, elected by a majority vote of the Student Senate;
and
One (1) Executive Cabinet member, appointed by the Student Body President.
- 804.3 Scholarship Committee Proposal:
The Scholarship Committee shall draft a proposal that includes the following:
- A. The criteria for each scholarship;
 - B. The application process of each scholarship; and
 - C. The amount of the award for each scholarship.
- 804.4 The Scholarship Committee shall meet as many times as is deemed necessary to hear proposals and develop scholarship programs. The Student Government Scholarship Committee will then forward the approved scholarship programs to the University Scholarship Committee or a University selection committee to select scholarship winners.
- 804.5 First Meeting and Elections of the Scholarship Committee:
- A. The Student Body President shall be responsible for calling the first meeting to order by the second (2nd) week of the Fall semester.
 - B. The Student Body President shall be responsible for overseeing the election of the Chair at the committee's first meeting.
 - D. Upon election, the Chair shall immediately call for the election of the Vice Chair.
- 804.6 Student Government sponsored scholarships shall be open to all students, Scholarship Committee members shall be ineligible to be awarded a Student Government sponsored scholarship.

Chapter 805 The Student Senate Fiscal Committees

- 805.1 The Conference Registration and Travel (CRT) Committee:
- A. Upon being elected, the CRT Committee shall meet as many times as is deemed necessary to allocate funds as provided for in Title VIII.
 - B. The CRT Committee shall allocate funds that do not exceed:
 1. \$5,000.00 Allocation per Registered Student Organization one (1) time per fiscal year out of the Registration and Travel Account;
 2. \$600.00 Allocation per individual one (1) time per fiscal year out of the Registration and Travel Account.
 - C. All Allocations made by the CRT Committee shall be reported to the Student Senate at the next Senate meeting. The Student Senate will have until the close of business of that Student Senate meeting, unless a one- week delay is requested, to change the committee's action(s) with a majority vote. No funds shall be expended until this time period has elapsed.
- The CRT Committee shall be responsible for introducing a resolution establishing the forthcoming Fiscal Year's Registration & Travel spending guidelines by the fourth (4th) Senate meeting before the end of the preceding Fiscal Year. All measures that break the spending policy require a two-thirds (2/3) vote to pass on the floor of the

Student Senate. This resolution shall be signed by the Senate President and Senate President Pro Tempore prior to the beginning of the new Fiscal Year.

- 805.2 The Financial Allocations for Organizations (FAO) Committee:
- A. Upon being elected, the FAO Committee shall meet as many times as is deemed necessary to allocate funds to student organizations wishing to acquire funding as provided for in Title VIII.
 - B. The FAO Committee shall allocate funds that do not exceed \$4,300.00 per Registered Student Organization per fiscal year from the Senate Working Fund;
 - C. All allocations made by the FAO Committee shall be reported to the Student Senate at the next Student Senate meeting. The Student Senate will have until the close of business of that Student Senate meeting, unless a one-week delay is requested, to change the committee's action(s) with a majority vote. No funds shall be expended until this period has elapsed.
 - D. The FAO Committee shall be responsible for introducing a resolution establishing the forthcoming Fiscal Year's Senate Working Fund spending guidelines by the fourth (4th) Senate meeting before the end of the preceding Fiscal Year. All measures that break the spending policy require a two-thirds (2/3) vote to pass on the floor of the Student Senate. This resolution shall be signed by the Senate President and Senate President Pro Tempore prior to the beginning of the new Fiscal Year.
 - E. The FAO Committee shall be responsible for the approval of all promotional material submitted to Student Government from student organizations and Student Government bodies.
- 805.3 Should the CRT or FAO committee suspect deviations from the intended use of funds as allocated from the Registration and Travel, or Senate Working Fund accounts, it shall refer the matter to the Operations Review and Sanctions Committee for further investigation.

Chapter 806 The Student Senate Operations Reviews and Sanctions Committee

- 806.1 The Student Senate Operations Review and Sanctions (ORS) Committee shall routinely review and investigate suspected deviations from the intended use of funds allocated from the Senate Working Fund or Registration and Travel Account.
- 806.2 Operations Review and Sanctions Committee Evaluation Forms:
- A. Post-Funding Form:
 1. All individuals and Registered Student Organizations receiving A&SF funds via a Senate Bill or Allocation may fill out the Post-Funding Form upon approval from CRT or FAO Committees or upon Bill approval from the Student Senate.
 2. This form shall take suggestions for the Student Senate funding process
 - B. Verification of Purchases Form:
 1. All Registered Student Organization receiving A&SF Funds via a Senate Bill shall be required to fill out the Verification of Purchases Form within five (5) business days after the reversion date.
 2. This form shall verify that the entities have contributed the amount as stated on the bill via submittal receipts.

- 806.3 If the Operations Review and Sanctions finds a deviation from the intended use of A&SF funds, it will report such findings to the Student Senate and Student Government Comptroller for further action.
- 806.4 The Operations Review and Sanctions shall be responsible for introducing a resolution establishing the forthcoming year's Automatic Fiscal Probation Policy by the fourth (4th) Senate meeting before the end of the preceding fiscal year. All measures that break the Automatic Fiscal Probation Policy require a two-thirds (2/3) vote to pass on the floor of the Student Senate.
- 806.5 Within two (2) school weeks of the University President's signing of the next fiscal year's budget bill, the Operations Review and Sanctions shall be responsible for introducing a bill establishing any cumulative limitation on the total amount of funding any individual or Registered Student Organization may receive in a fiscal year.

HISTORY:

BILL 37-86 (09/22/05) BILL 38-55 (05/18/06) BILL 39-05 (11/09/06) BILL 39-55 (04/05/07)
 BILL 39-70 (08/23/07) BILL 39-74 (08/23/07) BILL 40-13 (11/15/07) BILL 40-85 (09/11/08)
 BILL 41-06 (10/30/08) BILL 41-16 (12/04/08) BILL 41-124 (08/19/09) BILL 42-01 (11/19/09)
 BILL 42-31 (02/10/10) BILL 43-28 (02/24/11) BILL 43-35 (03/29/11) BILL
 43-52 (03/29/11) BILL 43-88 (06/30/11) BILL 43-74 (07/14/11) BILL 43-
 111 (10/05/11) BILL 43-95(11/29/11) BILL 44-31 (02/12/12) BILL 44-88
 (07/09/12) BILL 44-92 (08/23/12) BILL 44-87 (09/17/12) BILL 44-91
 (09/17/12) BILL 44-92 (09/17/12) BILL 45-50 (03/01/13) BILL 45-
 51(03/01/13) BILL 45-53 (03/01/13) BILL 45-82 (05/16/13) BILL 45-84
 (05/16/13) BILL 45-85 (06/10/13) BILL 45-86 (06/10/13) BILL 45-110
 (08/02/13) BILL 45-111 (08/02/13) BILL 46-12 (12/04/13)
 BILL 46-35 (12/18/13) BILL 46-37 (12/18/13) BILL 46-38 (01/27/14) BILL 46-72 (02/25/14)
 BILL 46-73 (02/25/14) BILL 46-74 (02/25/14) BILL 46-91 (03/26/14) BILL 46-95 (04/14/14)
 BILL 46-104 (06/12/14) BILL 46-101 (06/16/14) BILL 46-114 (06/20/14) BILL 46-127 (09/08/14)
 BILL 47-08 (11/06/14) BILL 47-69 (04/20/15) BILL 47-66 (05/12/15) BILL 47-71 (05/19/15) BILL 47-
 72 (05/19/15) BILL 47-73 (05/19/15) BILL 47-74 (06/03/15) BILL 47-79 (06/03/15) BILL 47-99
 (09/08/15) BILL 48-40 (02/22/16) BILL 48-71 (05/12/16) BILL 49-77 (06/23/17) BILL 49-78
 (07/11/17) BILL 49-79 (07/11/17) BILL 49-81 (07/11/17) BILL 50-02 (11/09/17) BILL 50-07
 (11/09/17) BILL 50-76 (04/06/18) BILL 50-78 (04/19/18) BILL 50-80 (04/21/18) BILL 50-83
 (05/31/18) BILL 50-93 (07/31/18) BILL 52-05 (03/19/20) BILL 52-12(05/04/20) BILL 52-15 (05/12/20)
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